



SUMMER EMPLOYMENT PROGRAM

PROGRAM OBJECTIVES:

- Introduce interested students from high schools, technical schools and/or colleges and universities to the Texas Department of Transportation (TxDOT).
- Provide opportunities to these students to gain practical, on-the-job experience.
- Cultivate a qualified work force rich in cultural diversity.

TYPES OF JOBS AVAILABLE:

Functional areas of employment:

Maintenance
Administration
Engineering

Minimum requirements:

Must be at least 17 years of age, a student in high school or other educational institution, or currently accepted for enrollment in an educational institution.

LOCATION OF JOBS:

Statewide at various TxDOT Districts and Austin Divisions.

APPLICATION PROCESS:

A completed ***Application for Summer Employment*** is required for each posting. Submit your application in person or by mail to your nearest TxDOT location.

For complete information regarding job descriptions, number of vacancies, and specific locations of jobs, contact the TxDOT office in your preferred geographical area (see back for complete listing of TxDOT offices), our statewide job line at 1-800-893-6848, or visit our website at <http://www.dot.state.tx.us/txdot.htm>.

Additional information and application forms may be obtained from any TxDOT district or division office.

If assistance is required, either in filling out the application forms or for special accommodations, please contact the TxDOT office in your area. TxDOT will provide accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

An Equal Opportunity/Affirmative Action Employer

TEXAS DEPARTMENT OF TRANSPORTATION

| CITY | MAILING ADDRESS | TELEPHONE | LOCATION |
|---------------------------------------|--|------------------|---|
| ABILENE | P.O.Box 150 Abilene 79604-0150 | 915-676-6817 | 4250 N. Clack Abilene 79601-9803 |
| AMARILLO | P.O.Box 2708 Amarillo 79105-2708 | 806-356-3230 | 5715 Canyon Dr. Amarillo 79110-3025 |
| ATLANTA | P.O.Box 1210 Atlanta 75551-1210 | 903-799-1254 | FM 249 & Park St. (FM 785) Atlanta 75551-2419 |
| AUSTIN* | P.O. Drawer 15426 Austin 78761-5426 | 512-832-7010 | 7901 I.H. 35 North Austin 78753-6602 |
| AUSTIN DIVISION* EMPLOYMENT OFFICE | 125 E. 11th St. Austin 78701 | 512-416-2994 | 200 E. Riverside Dr. #218 Austin 78704 |
| BEAUMONT | P.O.Box 3468 Beaumont 77704-3468 | 409-898-5810 | 8350 Eastex Freeway Beaumont 77708-3468 |
| BROWNWOOD | 2495 U.S. 183 North Brownwood 76802 | 915-643-0423 | 2495 U.S. 183 North Brownwood 76802 |
| BRYAN | 1300 N. Texas Ave. Bryan 77803-2760 | 409-778-9728 | 1300 N. Texas Ave. Bryan 77803-2760 |
| CHILDRESS | P.O.Box 900 Childress 79201-0900 | 940-937-2571 | 1700 Ave. F Northwest Childress 79201-3321 |
| CORPUS CHRISTI | P.O.Box 9907 Corpus Christi 78469-9907 | 361-808-2235 | 1701 S. Padre Island at Greenwood Dr. Corpus Christi 78416-1324 |
| DALLAS | P.O.Box 133067 Dallas 75313-3067 | 214-320-6280 | 9700 E. R. L. Thornton Dallas 75228-5619 |
| EL PASO | P.O.Box 10278 El Paso 79994-0278 | 915-774-4382 | 212 North Clark Dr. El Paso 79905-3106 |
| FORT WORTH | P.O.Box 6868 Ft. Worth 76115-0868 | 817-370-6508 | 2501 S.W. Loop Ft. Worth 76133-3714 |
| HOUSTON | P.O.Box 1386 Houston 77251-1386 | 713-802-5091 | 7721 Washington Ave. Houston 77007-1095 |
| LAREDO | 1817 Bob Bullock Loop Laredo 78043 | 956-712-7400 | 1817 Bob Bullock Loop Laredo 78043 |
| LUBBOCK* | P.O.Box 771 Lubbock 79408-0771 | 806-748-4440 | 135 Slaton Rd. Lubbock 79404-5818 |
| LUFKIN | 1805 N. Timberland Dr. Lufkin 75901-2337 | 409-633-4365 | 1805 N. Timberland Dr. Lufkin 75901-2337 |
| ODESSA | 3901 E. Hwy. 80 Odessa 79761 | 915-498-4738 | 3901 E. Hwy. 80 Odessa 79761 |
| PARIS | 1365 N. Main St. Paris 75460 | 903-737-9210 | 1365 N. Main St. Paris 75460 |
| PHARR | P.O. Drawer EE Pharr 78577-1231 | 956-702-6105 | 600 W. Expressway U.S. 83 Pharr 78577-6510 |
| SAN ANGELO | 4502 Knickerbocker Rd. San Angelo 76904 | 915-944-1501 | 4502 Knickerbocker Rd. San Angelo 76904 |
| SAN ANTONIO | P.O.Box 29928 San Antonio 78284-3601 | 210-615-5809 | 4615 N.W. Loop 410 San Antonio 78284-3601 |
| TYLER | 2709 W. Front St. Tyler 75702 | 903-510-9218 | 2709 W. Front St. Tyler 75702 |
| WACO | P.O.Box 1010 Waco 76703-1010 | 254-867-2700 | 100 S. Loop Dr. Waco 76705 |
| WICHITA FALLS | 1601 Southwest Pkwy. Wichita Falls 76302-4906 | 940-720-7795 | 1601 Southwest Pkwy. Wichita Falls 76302-4906 |
| YOAKUM | P.O.Box 757 Yoakum 77995-0757 | 512-293-4351 | 403 Huck Street Yoakum 77995 |

Internet Address (<http://www.dot.state.tx.us>) Statewide Jobline 1-800-893-6848

Application Drop Boxes (Austin)

* 125 E. 11th St. * 200 E. Riverside Dr. * 7901 IH 35 North * 40th St. & Jackson Ave. (Adjacent to the entrance of Bldg. 1)



Application for Summer Employment

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. TxDOT does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Resumes will not be accepted in lieu of applications.

Name _____ Social Security # _____ / _____ / _____
(Last) (First) (Middle)

Mailing address (current) _____ AC() _____
(Street) (City) (State) (ZIP) (Daytime telephone)

| | | |
|---|---|--|
| Position for which you are applying: (Check one) | <input type="checkbox"/> Engineering Tech 1 | <input type="checkbox"/> Engineering Tech II |
| Job Vacancy Number: _____ | <input type="checkbox"/> Maintenance Tech | <input type="checkbox"/> Office Tech |
| <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time | Date available for work: _____ | Geographic preference _____ |

Are you willing to work hours other than 8-5? Yes ☐ No ☐ Travel? Yes ☐ No ☐ If yes, _____ %

Driver License _____ Class A ☐ Class B ☐ Class C ☐ Class M ☐
(State) (Number) Comm. ☐ Comm. ☐ Comm. ☐ Comm. ☐

Have you ever been convicted of a felony? Yes ☐ No ☐ If yes, explain in concise detail on a separate sheet of paper, giving the date(s) and nature of the offense(s), the name and location of the court(s), and the disposition of the case(s). A conviction may not disqualify you, but a false statement will.

Are you at least 17 years of age? Yes ☐ No ☐ Are you a student? Yes ☐ No ☐

Education (Note: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

Circle Highest Grade Completed: 1 2 3 4 6 7 8 9 10 11 12 Did you graduate/achieve GED? Yes ☐ No ☐

| Type of School | Name and location of school | From To | | | | Sem./Clock Hours Completed | Graduated | | Type of Diploma or Degree | Field of Study |
|--|-----------------------------|---------|-----|-----|-----|----------------------------|-----------|----|---------------------------|----------------|
| | | Mo. | Yr. | Mo. | Yr. | | Yes | No | | |
| Colleges or Universities | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Technical, Vocational or Business School | | | | | | | | | | |
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If you have a current license, certificate, or other authorization related to the position for which you are applying, complete the following:

| License/Certification (P.E., R.N., C.P.A., etc.) | Date issued | Issued by (state or other authority) | License No. | Location of issuing authority |
|--|-------------|--------------------------------------|-------------|-------------------------------|
| | | | | |
| | | | | |

Special Skills/Qualifications: List all special skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware, etc. _____

Have you ever been employed by the State of Texas? Yes ☐ No ☐ If yes, list the agency/agencies _____

Do you have any relatives working for this agency? Yes ☐ No ☐ If yes, list the names, relationship, and city where employed _____

Military Service (A copy of a report of separation from the Armed Services may be required.)

Dates of Service (From/To): _____

Employment History

Include ALL employment. Begin with your current or last position and work back to your first position. Employment history should include each position held, even those with the same employer. If you need additional space to adequately describe your employment history, you may attach a Supplemental Employment History Sheet or attach a typed employment history providing the same information in the same format as this Summer application form.

| | | | | | |
|--|---------------|--|------------------------------------|---------------------------------|---------------------------------------|
| Position title: | | Full time <input type="checkbox"/> | Part time <input type="checkbox"/> | Summer <input type="checkbox"/> | Temp/Project <input type="checkbox"/> |
| Employer: Mailing address: City, state/ZIP: Employer's telephone No: AC() | | Immediate Supervisor's Name: Title: Telephone No: AC() | | | |
| Start date: | Leaving date: | Final salary: | | | |
| Summary of experience: | | | | | |
| Specific reason for leaving: | | | | | |

| | | | | | |
|--|---------------|--|------------------------------------|---------------------------------|---------------------------------------|
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| Specific reason for leaving: | | | | | |

| | | | | | |
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| Position title: | | Full time <input type="checkbox"/> | Part time <input type="checkbox"/> | Summer <input type="checkbox"/> | Temp/Project <input type="checkbox"/> |
| Employer: Mailing address: City, state/ZIP: Employer's telephone No: AC() | | Immediate Supervisor's Name: Title: Telephone No: AC() | | | |
| Start date: | Leaving date: | Final salary: | | | |
| Summary of experience: | | | | | |
| Specific reason for leaving: | | | | | |

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED:

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that some state agencies will check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with applicable statutes.
4. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, persons or otherwise, with regard to any of the subjects covered by this application, and I release all such properties from all liability from any damages which may result from furnishing such information to you.

This application must be signed: SIGN HERE: _____



Supplemental Employment History Sheet (Summer Only)

Form 1829 SUP
(Rev. 9/97)

Include ALL employment. Employment history should include each position held, even those with the same employer.

Name: _____ Social Security #: _____ / _____ / _____
(Last) (First) (Middle)

| | | | | | |
|--|---------------|--|------------------------------------|---------------------------------|---------------------------------------|
| Position title: | | Full time <input type="checkbox"/> | Part time <input type="checkbox"/> | Summer <input type="checkbox"/> | Temp/Project <input type="checkbox"/> |
| Employer: Mailing address: City, state/ZIP: Employer's telephone No: AC() | | Immediate Supervisor's Name: Title: Telephone No: AC() | | | |
| Start date: | Leaving date: | Final salary: | | | |
| Summary of experience: | | | | | |
| Specific reason for leaving: | | | | | |

| | | | | | |
|--|---------------|--|------------------------------------|---------------------------------|---------------------------------------|
| Position title: | | Full time <input type="checkbox"/> | Part time <input type="checkbox"/> | Summer <input type="checkbox"/> | Temp/Project <input type="checkbox"/> |
| Employer: Mailing address: City, state/ZIP: Employer's telephone No: AC() | | Immediate Supervisor's Name: Title: Telephone No: AC() | | | |
| Start date: | Leaving date: | Final salary: | | | |
| Summary of experience: | | | | | |
| Specific reason for leaving: | | | | | |

| | | | | | |
|--|---------------|--|------------------------------------|---------------------------------|---------------------------------------|
| Position title: | | Full time <input type="checkbox"/> | Part time <input type="checkbox"/> | Summer <input type="checkbox"/> | Temp/Project <input type="checkbox"/> |
| Employer: Mailing address: City, state/ZIP: Employer's telephone No: AC() | | Immediate Supervisor's Name: Title: Telephone No: AC() | | | |
| Start date: | Leaving date: | Final salary: | | | |
| Summary of experience: | | | | | |
| Specific reason for leaving: | | | | | |

